

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. <u>Position Title:</u>	Deputy to the Mayor	<u>Revision Date:</u>	8/05
		<u>EEO Function:</u>	Exempt
		<u>Status:</u>	Exempt (Administrative)
		<u>Control No:</u>	20107

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Mayor performs highly responsible staff and administrative work covering a broad range of municipal activities. Extensive responsibility is involved in providing professional advice, assistance, and recommendations on matters of overall City concern, both to the citizens and employees of Sandy City. This is a professional work requiring a high level of analytical and communications skills. This is an appointed position to the Office of the Mayor exempt from the Career Service System.

III. Essential Duties

- Assists the Mayor in developing policy in all areas of legal obligation for Sandy City Corporation as defined in State and Federal Statute, local ordinance, administrative codes, policies and procedures.
- Assists the Mayor in developing and implementing programs to determine citizen needs, effectiveness of City programs or services; design and implement citizen participation programs; receives, resolves or refers complaints.
- Supervise, direct and evaluate other city employees at the request of the Mayor. Assist in hiring, training, disciplining and motivating employee(s) supervised.
- Assists in the planning of management tools relating to budget, capital improvements, and grants.
- Assists the Mayor in handling complex problems regarding City services. Coordinates the operations of assigned city departments in accomplishing global city objectives and policies. Advises Department / Division Heads regarding establishment of goals and future plans for their departments. Represents the interest of the city before federal, state, and county agencies as well as community organizations.
- Coordinates preparation of reports to the Mayor including recommendations concerning various municipal problems and their solutions through appropriate policy development. Assists in monitoring and development of the city-wide budget.
- Briefs the Mayor, Cabinet and City Council on significant issues vital to the well being and interests of Sandy City; arranges conferences; serves as liaison with public and private agencies, groups and individuals; plans and coordinates the city lobbying program; acts as legislative analyst; prepares news releases and information pamphlets; acts as public relations advisor.
- Reviews policies and procedures established by the departments of Sandy City to ascertain their interface with policy development of the mayor. Recommends changes in City departmental policies where appropriate.
- Represents the City and more specifically the Council and Mayor at conferences and meetings; delivers speeches and represents the Mayor at public and private functions; testifies at public hearings.

IV. Marginal Duties:

- Performs other duties as required.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: Masters degree in public administration, business management, or related field; law degree preferred.

Experience: Five years of directly related work experience, including four years supervisory and municipal administration background and experience.

Knowledge of: Principles and practices of municipal administration, as well as a good understanding and knowledge of the functions of municipal government. Considerable knowledge of the laws, ordinances, and regulations relating to municipal corporations in Utah. Knowledge of principles of management, supervision, planning, budgeting, governmental finance and personnel principles and practices. Ability to coordinate and assist in evaluating a variety of municipal programs. Ability to make acceptable professional recommendations on short and long-term policy development concerning matters of major importance to the citizens and administration of Sandy City. Ability to organize, delegate and establish meaningful goals; establish effective working relationships with employees and the public. Ability to communicate effectively both orally and in writing.

Responsibility for: Providing professional advice, assistance, and recommendations on matters of overall City concern, both to the citizens and employees of Sandy City.

Communication Skills: Regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules; influencing of others to obtain the desired results.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer, printer, copier, and telephone system; occasional use of a typewriter.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, Department Heads, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of frequent stooping and kneeling required. Considerable walking may be involved.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.